

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Purchasing Agent #50353113

**ANNOUNCEMENT NO.** 010-2016

**SALARY:** SS-613 / Minimum \$27,664 / Maximum \$58,240 annually

**LOCATION:** LANG -CM, Minden, Louisiana

**OPEN:** 20 January 2016

**CLOSE:** 2 February 2016

**NOTE:** Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form 10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

#### A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Active Military Soldiers; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Proficient with Microsoft Office, internet and other Windows programs. Must be able to prepare database correspondence, documents, forms and reports as required. Familiar and able to implement sound procurement practices in accordance with executive policy and legislative mandates. Must attend state required AGPS classes for access to purchasing program. Mandatory annual training for LaCarte Purchasing Card. Proficient with LMD emergency procurement, LSS. Must be able to report to duty during emergency or disaster situations.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a CAC Card. Ability to work and communicate effectively with peers, superiors and subordinates. Travel may be required. Must be available to report to duty during emergency or disaster situations.

c. **OTHER REQUIREMENTS:** The Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

**4. POSITION DESCRIPTION:** Responsible for all purchasing activities at Camp Minden, including Youth Challenge Program. Responsible for purchasing activities at Regions 7 & 8 armories located in North Louisiana. Direct coordination of daily purchasing requirements with Installation Commander, Logistics Officer, Forestry Manager, Operations Officer, Force Protection Manager, CFMO Project Manager and YCP Supply Manager. Duties require a detailed knowledge of and frequent coordination with both state-wide and local supplying vendors. Must be computer literate. Requires frequent internet searches for pricing, availability and delivery schedules. Position requires daily utilization of Microsoft Word, Excel, Access and Outlook programs. Prepare solicitation of bids for equipment services and supplies. Review and award bids to vendor meeting all State and agency procurement rules. Submit open market requisitions utilizing the ISIS System for all equipment, services and supplies that exceed \$10,000. Monitor these acquisitions and coordinate delivery. During declared State emergencies, operate from the Emergency Operations Center located at Camp Beauregard to support emergency purchase requirements. Use State Contract System for purchases. Issues purchase orders to vendors and coordinates delivery with vendor/requestor. Follow all State and Agency Procurement Rules to ensure proper utilization of State funds. Authorized cardholder for Louisiana LaCarte "VISA" Purchasing Card, which requires monthly reconciliation and submission of statement to LMD-F for processing. Assist Fiscal Officer with management of facility budget to include reconciliation of expenses and encumbrances. Assist LMD-F in resolving outstanding encumbrances to include vendor coordination. Establish and maintain records of procurement transactions and files. Completion of SHARP Training and fosters sexual harassment free environment. Complete all LMD mandatory and annual training requirements. Perform other duties as assigned.

**5. APPLICATION PROCEDURES:** All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/wp-content/uploads/2015/10/LMD-H-Form-10-State-Application-1.pdf>** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

Wenda Harding

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